

Workshops

December 2014

★ **Provo Employment Center**
1550 N. 200 W. • Provo
801-342-2655 - Rebecca Farnsworth
801-885-4888 - Carly Butters

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING & COVER LETTERS:	
December 8	9:00 AM–12:00 PM
December 22	9:00 AM–12:00 PM
INTERVIEWING SKILLS:	
December 1	9:00 AM–12:00 PM
December 15	9:00 AM–12:00 PM
December 29	9:00 AM–12:00 PM
JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS:	
December 18	9:00 AM–12:00 PM
NETWORKING STRATEGIES:	
December 4	9:00 AM–12:00 PM
COMMUNITY NETWORKING:	
December 3	9:00 AM–10:00 AM
December 17	9:00 AM–10:00 AM
EMPLOYMENT ESSENTIALS:	
December 11	10:00 AM–12:00 PM
EMPLOYMENT ESSENTIALS LAB:	
December 5	1:00 PM–2:00 PM
December 19	1:00 PM–2:00 PM
*LINKEDIN #1:	
December 23	10:00 AM–12:00 PM
*LINKEDIN #2:	
December 30	10:00 AM–12:00 PM

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

COMMUNITY NETWORKING: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

EMPLOYMENT ESSENTIALS LAB: Come prepared and dressed for a mock interview and get additional resumé help.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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WORK SUCCESS ORIENTATION:	
December 1	8:30 AM–9:00 AM
December 8	8:30 AM–9:00 AM
December 15	8:30 AM–9:00 AM
December 22	8:30 AM–9:00 AM
December 29	8:30 AM–9:00 AM
Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
December 9	9:00 AM–11:00 AM
ASSERTIVE COMMUNICATION:	
December 16	9:00 AM–12:00 PM

WORK SUCCESS ORIENTATION: Learn more about the intensive 2-4 week job search program, Work Success.

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

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